



MEMORANDUM



DATE: September 2, 2004

TO: ALL DEPARTMENT TRAINING OFFICERS

FROM: Evelyn Hemenover
Chief, Training Division
(916) 445-5121, fax (916) 324-4050

SUBJECT: Minutes of the Quarterly Department Training Officer Meeting – 06/15/04

The quarterly Department Training Officer meeting was held on June 15, 2004 from 9:00 a.m. to 11:30 a.m. at the State Training Center, at 1515 S Street, North Building, Suite 108, Sacramento, California.

I. WELCOME AND AGENDA OVERVIEW (9:00 – 9:10 a.m.)

Evelyn Hemenover welcomed the meeting attendees, thanked them for their valued partnership and support and reviewed the agenda.

II. TRAINING DIVISION BUSINESS (9:10 – 9:20 a.m.)

Evelyn Hemenover reminded the group that the State Training Center class schedule for Fiscal Year 2004-05 is available. She said that a "Class Schedule Order" sheet was being circulated; anyone that has not received class schedules or wants additional class schedules could place their request on this order sheet. The class schedules will be mailed to the requestors. Additionally, the new State Training Center class schedules may be requested by sending an e-mail to training@dpa.ca.gov. The class schedule is also available on-line – visit the State Training Center Web site at www.dpa.ca.gov.

Evelyn let attendees know that the State Training Center will be updating billing information at the beginning of Fiscal Year 2004-05. Once departments receive the request for verification of customer information, any questions should be referred to Jim Meleski at (916) 327-0563.

III. CONTENT SESSION – PANEL DISCUSSION ON SUCCESSION PLANNING (9:20 – 10:45 a.m.)

"Succession Planning Project" - Kären Dickerson, Fiscal Chief, Industrial Relations, presented the "Succession Planning Project." As part of the California Leadership Institute (CLI) learning experience, Kären and five other senior executives selected this project and produced a report for the project sponsor. Kären's power point presentation provided an overview of the CLI team's findings. Kären also provided information on strategies for knowledge management/transfer. Additionally, Kären discussed the CLI team's report, "Succession Planning Strategies in State Government."

The power point presentation, the Strategies for Knowledge Management/Transfer and the CLI team's report are posted directly below the June 15 minutes on the Department Training Officer Home Page at <http://www.dpa.ca.gov/tcid/dto/dtomain.shtml>.

Addressee Name

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“Succession Planning (SP) and the Role of Training Managers” – Jodi Traversaro, Training Manager, Board of Equalization, presented “Succession Planning (SP) and the Role of Training Managers.” Jodi’s power point presentation addressed the what, who, why and how of succession planning, introduced the Board of Equalization’s approach, discussed the role of the training manager and provided information on resources. This power point presentation is posted directly below the June 15 minutes on the Department Training Officer Home Page at <http://www.dpa.ca.gov/tcid/dto/dtomain.shtml>

“Succession Planning Made Simple (?)” – Dick Reed, Assistant Executive Director, Commission on Peace Officer Standards and Training (POST), presented “Succession Planning Made Simple (?)” Dick’s power point presentation included information on a succession planning cycle, a succession planning model from the Harvard Business Review, other resources and a few select succession planning quotes. Dick stressed that succession planning must be part of an agency’s strategic plan. Additionally, as Kären Dickerson mentioned during her presentation, Dick was the project sponsor for the **“Succession Planning Project.”** Dick’s power point presentation and the succession planning reference material that was included in the presentation are posted directly below the June 15 minutes on the Department Training Officer Home Page at <http://www.dpa.ca.gov/tcid/dto/dtomain.shtml>.

“Fire Service Succession Planning” – Marc Rivere, Fire Chief, Mountain View Fire Department, discussed his agency’s approach to succession planning utilizing the International Association of Fire Chiefs - Officer Development Handbook. The handbook a model for a systematic approach for moving into various fire officer levels, emphasizing four critical elements: education, training, experience and self-development. Additionally, Chief Rivera provided information on his agency’s aging fire service workforce, the expected number of retirees and impending changes in the workforce. The handbook is posted directly below the June 15 minutes on the Department Training Officer Home Page at <http://www.dpa.ca.gov/tcid/dto/dtomain.shtml>.

IV. REVISITING THE TOPIC SUGGESTIONS FOR FUTURE DTO MEETINGS – (11:00 – 11:20 a.m.)

Ree McLaughlan, Manager, Administrative, Apprentice and Leadership Training, Department of Forestry and Fire Protection (CDF) facilitated a group review of the DTO topic suggestion list. The group was asked to identify 1) those topics that continued to be of interest as an agenda item at a DTO meeting, 2) new topics to add to the list and 3) priority topics. The information that was generated is posted directly below the June 15 minutes on the Department Training Officer Home Page at <http://www.dpa.ca.gov/tcid/dto/dtomain.shtml>.

V. DTO RESOURCE SHARING – (11:20 – 11:45)

The new Departmental Training Officer/Coordinator attending the meeting was Larry Fritz from the Department of Motor Vehicles. Welcome, Larry!

In response to the invitation to share information with other trainers, Deborah Derov, Training Officer at Consumers Affairs, provided information on a Facilitators’ Café, workshops that provide a menu of topics emphasizing practical tools and experimental learning. Deborah demonstrated a simple exercise – learning to make a banner that could be used as a great graphic for a chart. Deborah mapped out the steps and the group practiced each step. The end result was an excellent welcome banner. Deborah also provided information on the Facilitators’ Café – visit the Web site at <http://www.kolbecompany.com/pages/Cafe-Facilitation.html>